

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

02 January 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-001

POSITION: Telecommunications Specialist (D1558000) (GS-0391-11) EXCEPTED POSITION

LOCATION: 265th Combat Communications Squadron, South Portland, Maine

SALARY RANGE: \$57,982 to \$75,376 per annum

CLOSING DATE: 17 January 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II - All Enlisted of the Maine Air National Guard.

PERMANENT CHANGE OF STATION: PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which demonstrates ability to understand, evaluate, and translate the needs of communications users into requirements; relate user requirements to existing technology, policies, priorities, costs and funding, and other supporting services required; identify and direct, or coordinate the actions required to provide needed services.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Ability to apply current technology to fulfill communications requirements, understanding equipment interoperability and compatibility.
2. Knowledge of technical theory of electronic communications concepts, principles, practices, procedures, policies, standards, and operational requirements.
3. Ability to carry-out projects, understanding the funding, procurement, implementation, and paperwork requirements.

4. Knowledge of required Communications Security (COMSEC) accountability, records, reports, and COMSEC Responsible Officer requirements.
5. Ability to lead the work operation of technicians engaged in the installations, testing, analysis, modification, repair, and maintenance of highly technical Satellite and Wideband communications systems supporting Theater Deployable Communications (TDC).
6. Ability to develop, plan, program, schedule, implement and evaluate effective training opportunities for traditional guard personnel assigned to the duty section.
7. Knowledge of telecommunications concepts, principles, and practices.

CONDITION OF EMPLOYMENT: Selected applicant must possess a SECRET clearance or be able to obtain a SECRET Security Clearance within 6 months of appointment or reassignment.

COMPATIBILITY CRITERIA: AFSC: 3D1X1, 3D1X4 **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 3D1X3

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. **Must provide a copy of transcript to receive consideration for substitution of specialized experience.**

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

DUTIES:

This position is located in the Operations Flight of an ANG Combat Communications Squadron. The purpose of this position is to design, deploy, install, operate, maintain, modify, and recover various types of communications transmission systems and their components. Incumbent is responsible for planning, coordinating, and directing the mission accomplishment and training workload of the Wideband/Satcom work center.

This position requires military membership. It is designated For National Guard Enlisted Incumbency Only. Incumbent performs duties necessary to accomplish and telecommunications functions and provide for customer support of programs essential to Squadron daily operations, training, and readiness missions.

-- Installs, operates, maintains and repairs communications transmission systems, sub-systems and components. Installs, configures and programs multiplexers using military and commercial protocols. Upgrades software, modifies hardware and corrects equipment deficiencies on transmission sub-systems and components, and signal conditioning equipment. Performs preventive maintenance inspections on transmission systems and sub-systems. Maintains and utilizes test equipment. Maintains straps and configures cryptographic units.

-- Generates configuration documentation (e.g.; cut sheets) for analog/digital signal conditioning equipment and wireless transmission systems. Conducts path profiles and engineers radio frequency path.

-- Interprets satellite access authorizations. Develops, formats, and reviews after-action report documentation. Coordinates with external agencies e.g. Regional Space Support Center (RSSC) and other remote users including Defense Information Systems Agency (DISA).

-- Tracks, accounts for and coordinates equipment status and location through host base. Performs systems trend analysis. Performs maintenance data collection and administers section Maintenance Standardization Program (MSEP).

-- Develops, establishes and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Incumbent is responsible for mobilization readiness of section personnel and equipment.

-- Ensures mobilization readiness of section personnel and equipment. Assembles cables and connectors to interface with commercial and military transmission systems and sub-systems. Completes proper documentation and follows procedures for incident reporting. Performs administrative duties for technical orders (TO) and work center files. Maintains benchstock, Contingency Operations/Mobility Planning & Execution System (COMPES) products, historical records, training records, Precision Measurement Equipment Laboratory (PMEL) equipment and records, hazardous waste, and safety procedures.

-- Manages the installation spectrum management (ISM) program for the unit in coordination with National Telecommunications & Information Administration (NTIA) and Major Command (MAJCOM) spectrum frequency programs and managers utilizing PC-based software. Coordinates frequency requests with other agencies to de-conflict temporary frequency assignments.

-- Performs additional duty assignment as Communications Security (COMSEC) responsible officer for work center.

-- Performs other duties as assigned.